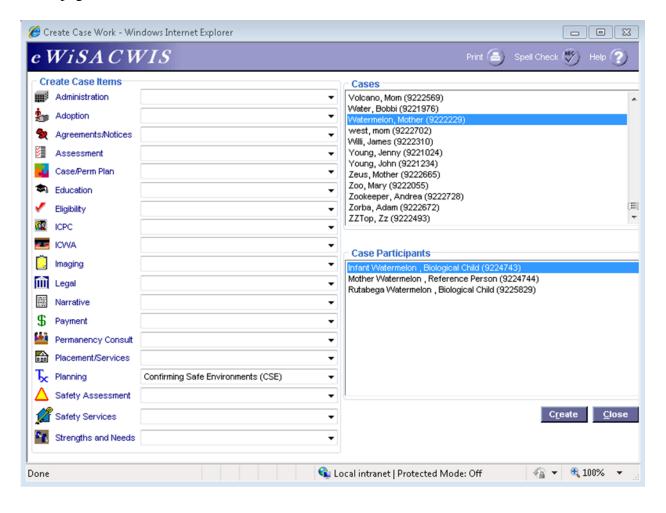
Confirming Safe Environments

Note: In order to create a Confirming Safe Environments (CSE), an assignment to the case is needed.

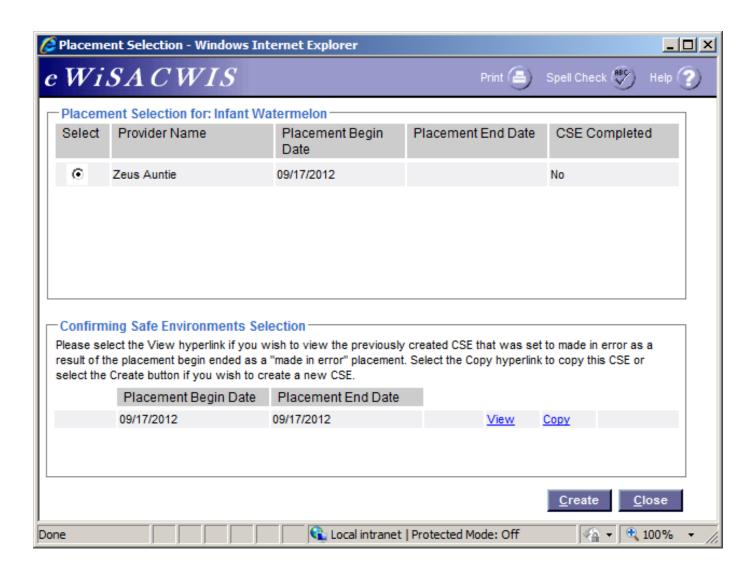
Note: There are three different types of CSEs: Licensed Foster Homes, Unlicensed Placements, and Group Homes and Residential Care Centers (RCCs). In order to create a CSE, the following 3 steps are the same for each type of CSE.

- 1. From the desktop, go up to Create > Case Work or click the Case Work hot button Work. This will oper the Create Case Work page.
- 2. On the Create Case Work page, select Confirming Safe Environments (CSE) from the Planning drop-down. Select the appropriate case and case participant. Click the Create button. This will open the Placement Selection page.



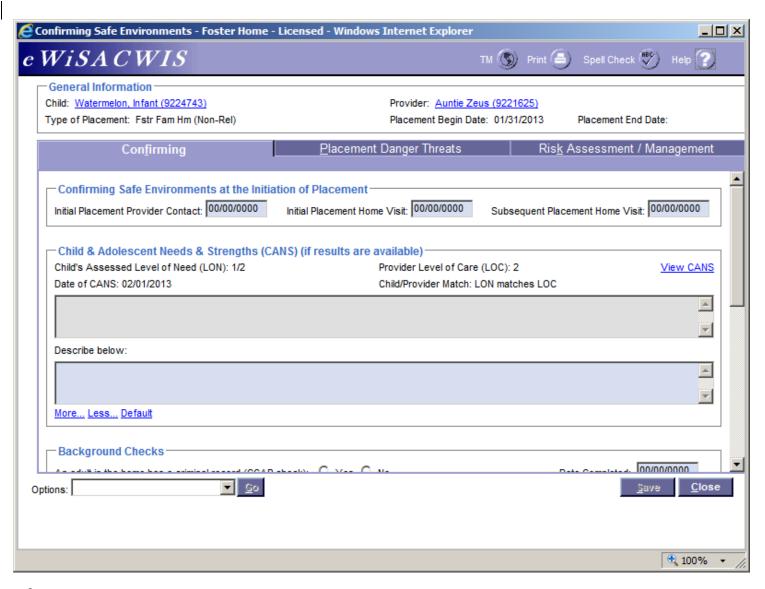
3. On the Placement Selection page, select the placement to associate the Confirming Safe Environments to. Each record in the Placement Selection group box indicates the Provider Name, Placement Begin Dates, Placement End Date, and if the CSE has already been completed. Click the Create button to open the Confirming Safe Environments page.

Note: The Confirming Safe Environments Selection group box will display when a selection is made in the Placement Selection group box and an associated CSE for that provider has been made in error. Select the View hyperlink to view the CSE that has been made in error. Select the Copy hyperlink to create a copy of the made in error CSE or choose the Create button to create a new CSE record.



Licensed Foster Home Placement

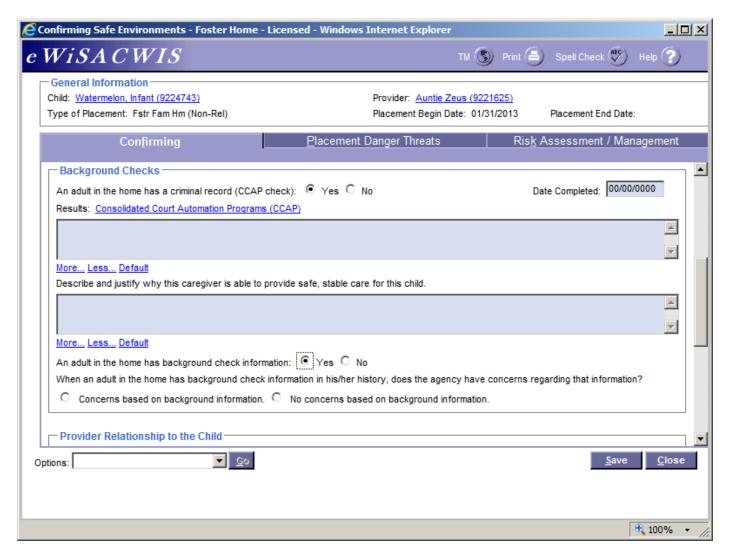
- 1. When the Confirming Safe Environments Foster Home Licensed page opens, the General Information group box displays a hyperlink with the child's name and person ID, which launches the Person Management page for the child, and a hyperlink with the provider's name and provider ID, which launches the related Home Provider page. The Type of Placement displays the Placement Setting and the Placement Begin Date and Placement End Date display the related fields from the associated Out of Home Placement. If the placement is currently open, the Placement End Date field is blank.
- 2. The first tab of the Confirming Safe Environments Foster Home Licensed page is the Confirming tab. This tab displays general information about the child's placement, and records information on contact and provider home visits, CANS, background checks, the provider's relationship to the child, and knowledge and skills of the placement provider. In the Confirming Safe Environments at the Initiation of the Placement group box, enter the appropriate Initial Placement Provider Contact, Initial Placement Home Visit, and Subsequent Placement Home Visit dates, enter the appropriate Initial Placement Contact and Initial Provider Home Visit dates.
- 3. The Child & Adolescent Needs & Strengths (CANS) group box will pre-fill from the CANS associated with the placement (if results are available).



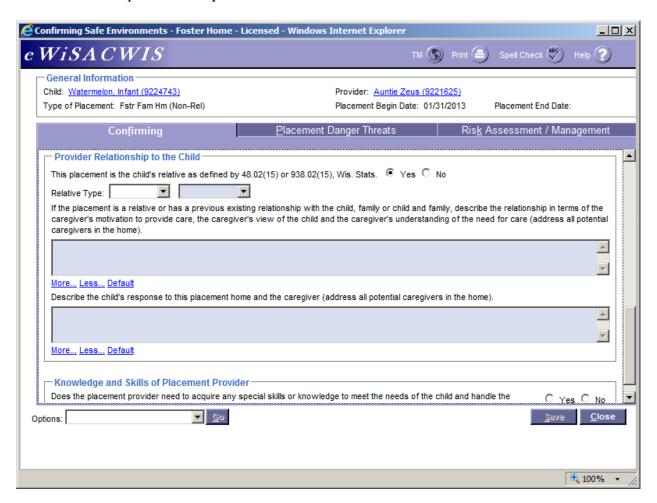
4. In the Background Checks group box, select the Yes or No radio button to indicate whether 'An adult in the home has a criminal record (CCAP check)' and enter the appropriate date in the Date Completed field. If Yes is selected, enter a narrative in the required Results and "Describe and justify why this caregiver is able to provide safe, stable care for this child." text fields displayed.

Note: Click the <u>Consolidated Court Automation Programs (CCAP)</u> hyperlink to launch the associated website.

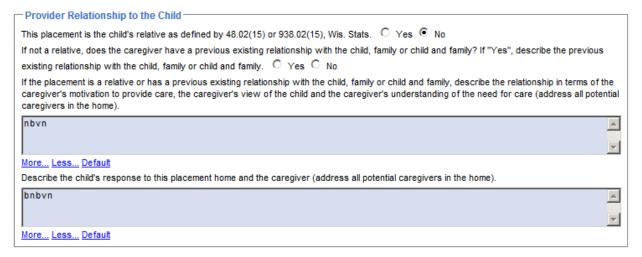
5. Select the Yes or No radio button to indicate if "An adult in the home has background check information." If Yes is selected, then select the appropriate radio button to indicate whether there are concerns based on the background information.



6. In the Provider Relationship to the Child group box, select the Yes or No radio button to the question. If Yes is selected, two drop-downs are displayed to indicate the relative type. The first drop-down is not required, but the second drop-down is required.

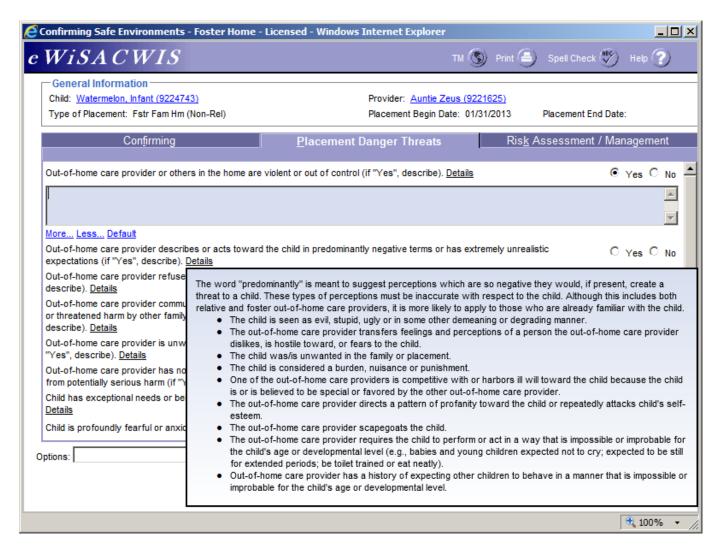


If No is selected, then an additional question is displayed with Yes and No radio buttons.

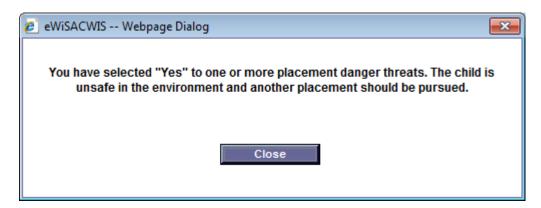


- 7. Enter appropriate narrative in the required text fields.
- 8. In the Knowledge and Skills of Placement Provider group box, select the Yes or No radio for the question.

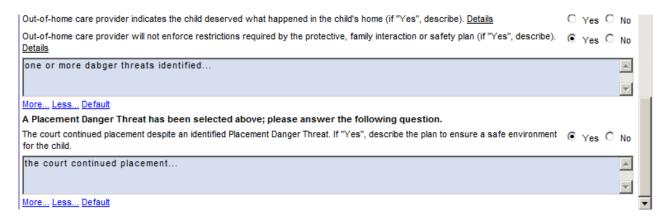
- 9. Click on the Placement Danger Threats tab. Select the Yes or No radio button for each placement danger threat. If a placement danger threat is identified with a Yes response, then provide a narrative description in the required text field that is opened.
- 10. A Details flare is available next to each placement danger threat to display the definition specific to the item.



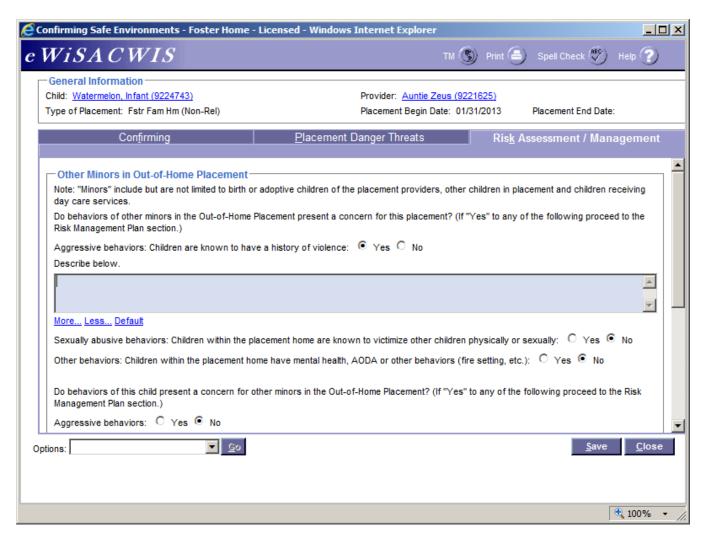
11. A message will display on the first instance a Yes is selected on the Placement Danger Threats tab. Click the Close button to close the message.



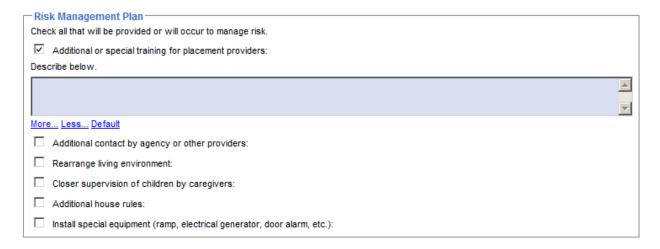
12. When one or more placement danger threat has been selected on the page, select either Yes or No for the question, "The court continued placement despite an identified Placement Danger Threat. If Yes, describe the plan to ensure a safe environment for the child." If Yes is selected, enter narrative in the associated text box.



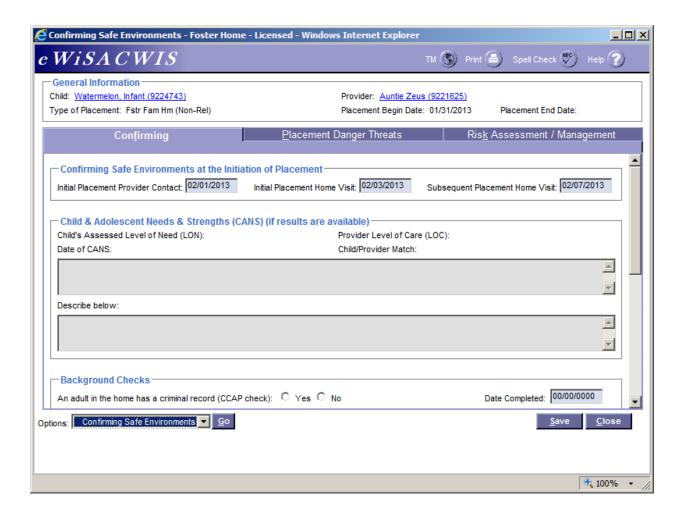
13. Click on the Risk Assessment/Management tab. Select the Yes or No radio button for each of the behaviors for other minors in the out-of-home placement. If Yes is selected for any of the behaviors, proceed to the Risk Management Plan section.



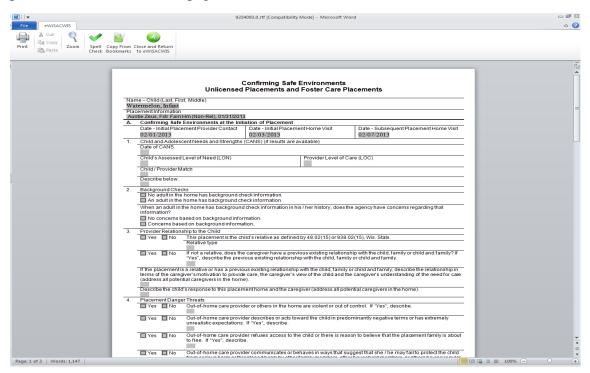
14. In the Risk Management Plan group box, check all the items that apply. If an item is checked, enter an appropriate description in the required narrative text field displayed.



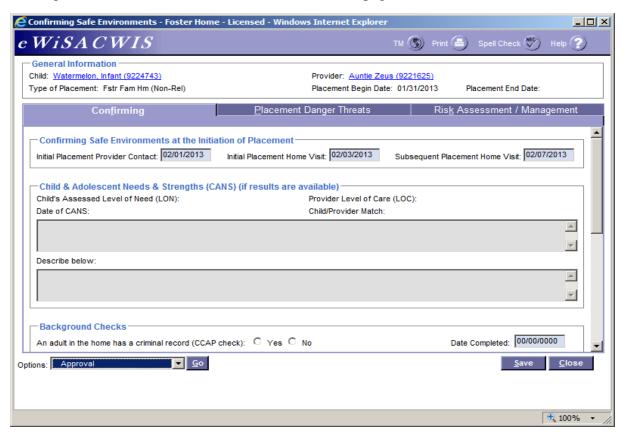
- 15. Click the Save button to save the information entered on the page.
- 16. To launch the associated CSE template, in the Options drop-down (from any tab), select Confirming Safe Environments (CSE). Click Go.



17. Click the Print icon to print the CSE template. Click the Close and Return to eWiSACWIS to close the CSE template and return to the CSE page.



18. To approve the CSE, in the Options drop-down (from any tab), select Approval and click Go. On the Approval History page, select the Approve radio button in the Approval Decision group box and click the Continue button to return to the Confirming Safe Environments – Foster Home – Licensed page. On the Confirming Safe Environments – Foster Home – Licensed page, click Save and Close.

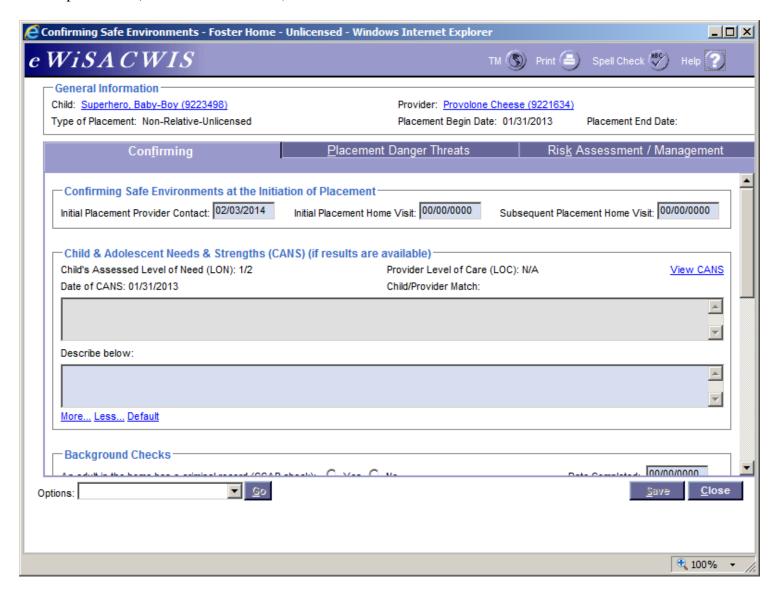


19. Once saved, a Confirming Safe Environments hyperlink will display under the Planning icon. Click the hyperlink to open the corresponding CSE.



Unlicensed Placement

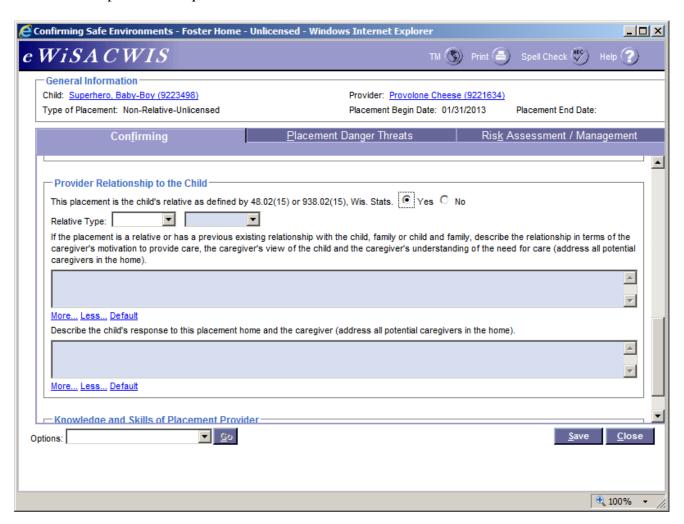
- 1. When the Confirming Safe Environments Foster Home Unlicensed page opens, the General Information group box displays a hyperlink with the child's name and person ID, which launches the Person Management page for the child, and a hyperlink with the provider's name and provider ID, which launches the related Home Provider page. The Type of Placement displays the Placement Setting and the Placement Begin Date and Placement End Date display the related fields from the associated Out of Home Placement. If the placement is currently open, the Placement End Date field is blank.
- 2. The first tab of the Confirming Safe Environments Foster Home Unlicensed page is the Confirming tab. This tab displays general information about the child's placement, and records information on contact and provider home visits, CANS, background checks, the provider's relationship to the child, and knowledge and skills of the placement provider. In the Confirming Safe Environments at the Initiation of the Placement group box, enter the appropriate Initial Placement Provider Contact, Initial Placement Home Visit, and Subsequent Placement Home Visit dates.
- 3. The Child & Adolescent Needs & Strengths (CANS) group box will pre-fill from the CANS associated with the placement (if results are available).



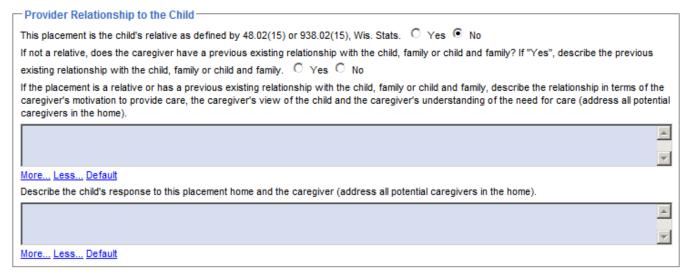
- 4. In the Background Checks group box, select the Yes or No radio button for each of the questions and enter the appropriate date in the associated Date Completed field.
- 5. If Yes is selected, enter a narrative in the required Results and "Describe and justify why this caregiver is able to provide safe, stable care for this child." text fields displayed.
- 6. Select the Yes or No radio button to indicate if "An adult in the home has background check information." If Yes is selected, then select the appropriate radio button to indicate whether there are concerns based on the background information.

Background Checks		
An adult in the home has a criminal record (CCAP check): Yes No	Date Completed:	00/00/0000
Results: Consolidated Court Automation Programs (CCAP)		
		_
		-1
		™
More Less Default		
Describe and justify why this caregiver is able to provide safe, stable care for this child.		
		_
		_
		▼.
More Less Default		
An adult in the home is listed on the Reverse Address Sex Offender Registry: C Yes C No	Date Completed:	00/00/0000
Sex Offender Address Check		
	1	00/00/0000
An adult in the home has Child Protective Services involvement (CPS check): C Yes C No	Date Completed:	00/00/0000
An adult in the home has background check information: C Yes C No		

7. In the Provider Relationship to the Child group box, select the Yes or No radio button to the question. If Yes is selected, two drop-downs are displayed to indicate the relative type. The first drop-down is not required, but the second drop-down is required.

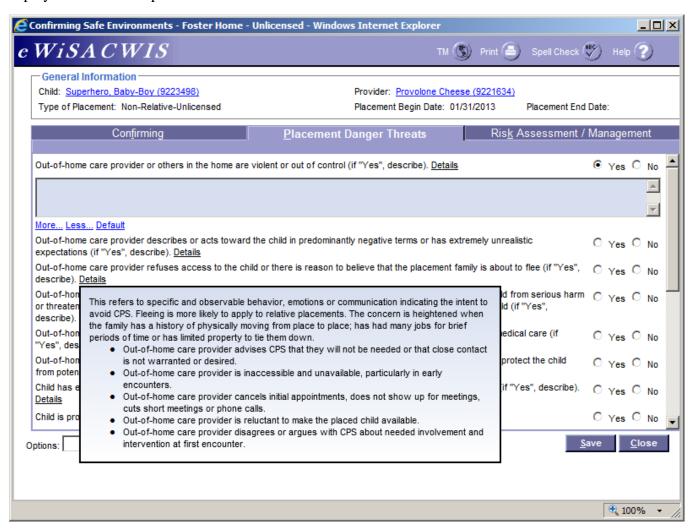


If No is selected, then an additional question is displayed with Yes and No radio buttons.

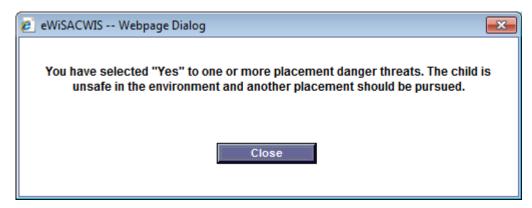


- 8. Enter appropriate narrative in the required text fields.
- 9. In the Knowledge and Skills of Placement Provider group box, select the Yes or No radio for the question.

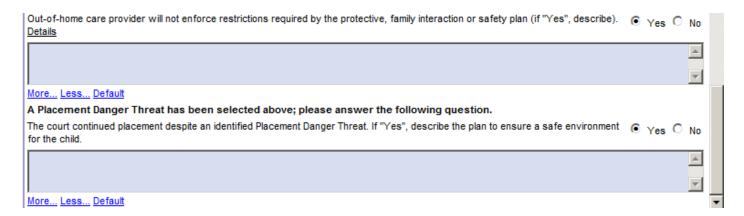
10. Click on the Placement Danger Threats tab. Select the Yes or No radio button for each placement danger threat. If a placement danger threat is identified with a Yes response, then provide a narrative description in the required text field that is opened. A Details flare is available next to each placement danger threat to display the definition specific to the item.



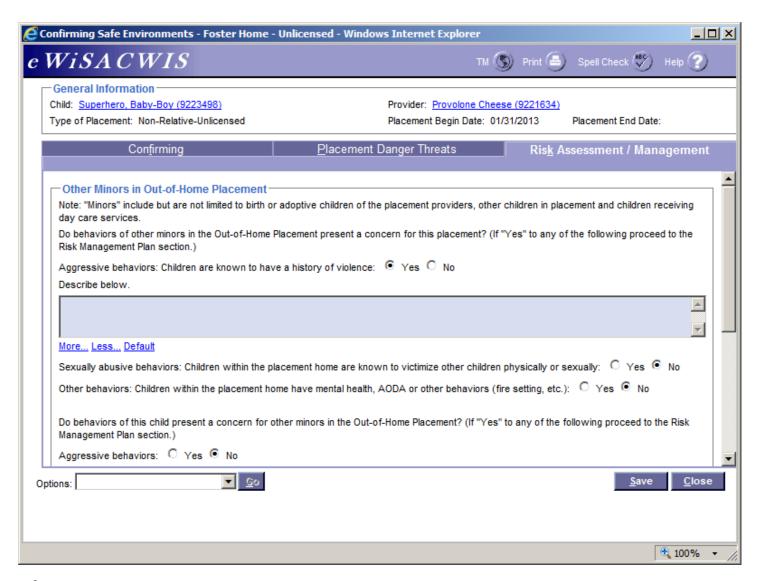
11. A message will display on the first instance a Yes is selected on the Placement Danger Threats tab. Click the Close button to close the message.



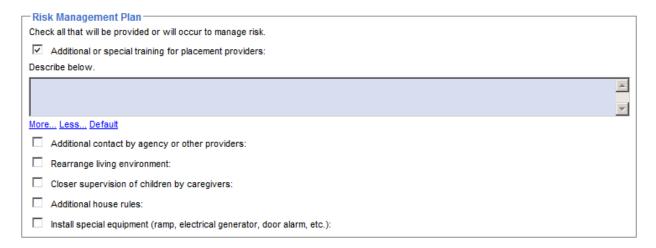
12. When one or more placement danger threat has been selected on the page, select either Yes or No for the question, "The court continued placement despite an identified Placement Danger Threat. If Yes, describe the plan to ensure a safe environment for the child." If Yes is selected, enter narrative in the associated text box.



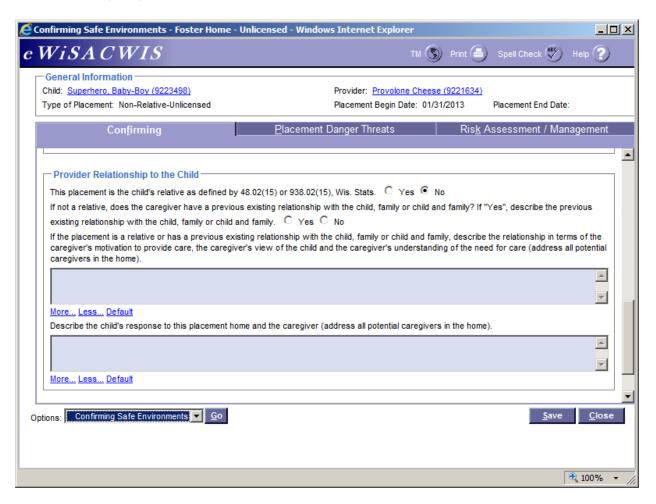
13. Click on the Risk Assessment/Management tab. Select the Yes or No radio button for each of the behaviors for other minors in the out-of-home placement. If Yes is selected for any of the behaviors, proceed to the Risk Management Plan section.



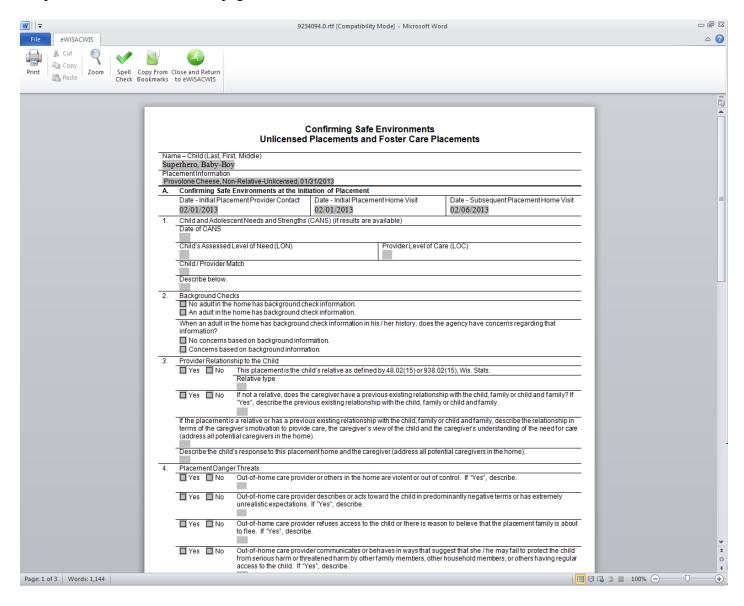
14. In the Risk Management Plan group box, check all the items that apply. If an item is checked, enter an appropriate description in the required narrative text field displayed.



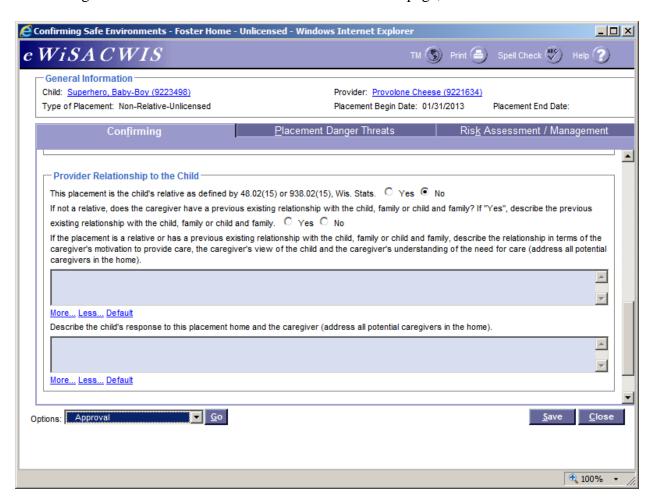
- 15. Click the Save button to save the information entered on the page.
- 16. To launch the associated CSE template, in the Options drop-down (from any tab), select Confirming Safe Environments (CSE). Click Go.



17. Click the Print icon to print the CSE template. Click the Close and Return to eWiSACWIS to close the CSE template and return to the CSE page.



18. To approve the CSE, in the Options drop-down (from any tab), select Approval and click Go. On the Approval History page, select the Approve radio button in the Approval Decision group box and click the Continue button to return to the Confirming Safe Environments – Foster Home – Unlicensed page. On the Confirming Safe Environments – Foster Home – Unlicensed page, click Save and Close.

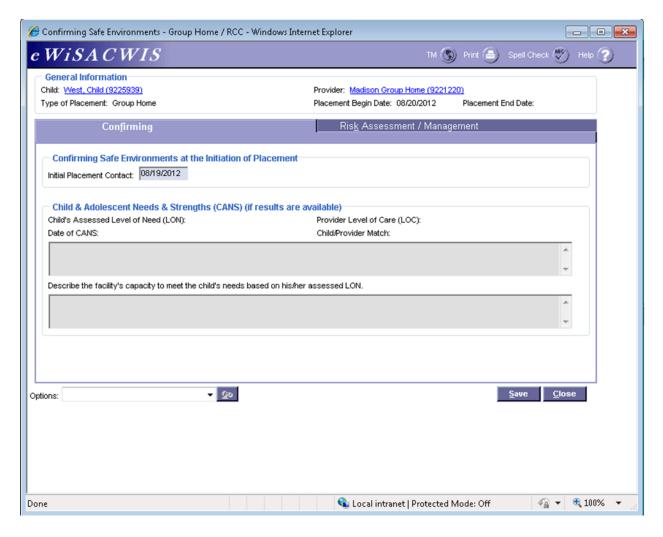


19. Once saved, a Confirming Safe Environments hyperlink will display under the case outliner, Planning icon. Click the hyperlink to open the corresponding CSE.

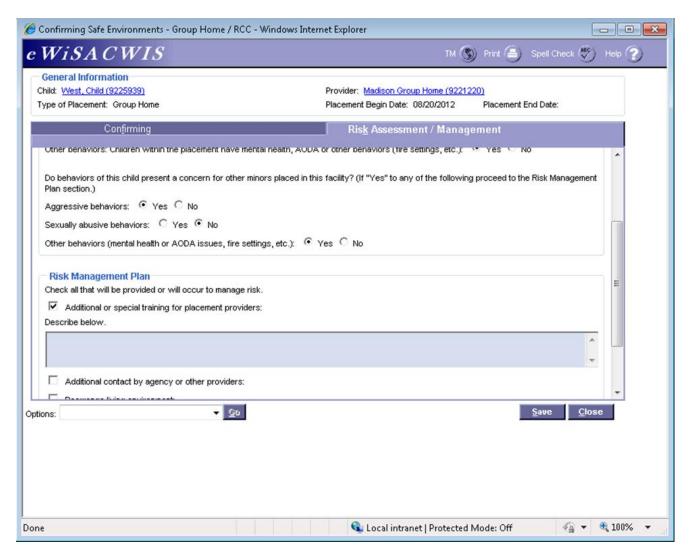


Group Home or Residential Care Center (RCC) Placement

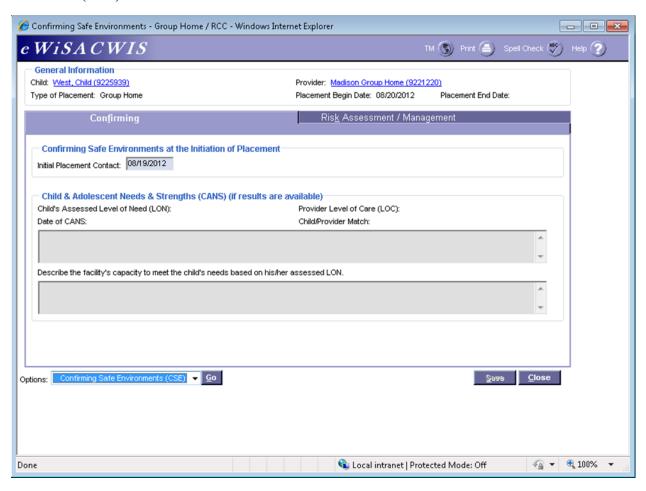
- 1. When the Confirming Safe Environments Group Home / RCC page opens, the General Information group box displays a hyperlink with the child's name and person ID, which launches the Person Management page for the child, and a hyperlink with the provider's name and provider ID, which launches the related Private Provider page. The Type of Placement displays the Placement Setting and the Placement Begin Date and Placement End Date display the related fields from the associated Out of Home Placement. If the placement is currently open, the Placement End Date field is blank.
- 2. The first tab of the Confirming Safe Environments Group Home / RCC page is the Confirming tab, which displays general information about the placement contact and CANS. In the Confirming Safe Environments at the Initiation of the Placement group box, enter the appropriate Initial Placement Contact date. The Child & Adolescent Needs & Strengths (CANS) group box will pre-fill from the CANS associated with the placement (if results are available).



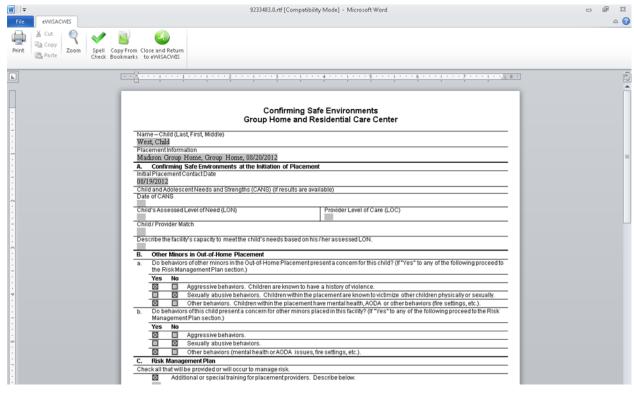
- 3. Click on the Risk Assessment/Management tab. Select the Yes or No radio button for each of the behaviors for other minors in the out-of-home placement. If Yes is selected for any of the behaviors, proceed to the Risk Management Plan section.
- 4. In the Risk Management Plan group box, check all the items that apply. If an item is checked, enter an appropriate description in the required narrative text field displayed.



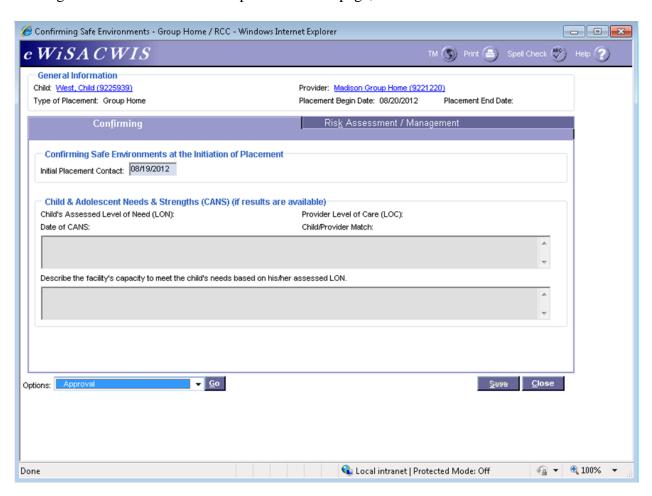
5. To launch the associated CSE template, in the Options drop-down (from any tab), select Confirming Safe Environments (CSE). Click Go.



6. Click the Print icon to print the CSE template. Click the Close and Return to eWiSACWIS to close the CSE template and return to the CSE page.



7. To approve the CSE, in the Options drop-down (from any tab), select Approval and click Go. On the Approval History page, select the Approve radio button in the Approval Decision group box and click the Continue button to return to the Confirming Safe Environments – Group Home / RCC page. On the Confirming Safe Environments – Group Home / RCC page, click Save and Close.



8. Once saved, a Confirming Safe Environments hyperlink will display under the case outliner, Planning icon. Click the hyperlink to open the corresponding CSE.

